

The Hidden Job Market

Research

Research is the key to accessing the hidden job market. Use directories to pinpoint companies in your field or industry. Using directories you can find out:

- contact information/names of owners or managers
- number of employees
- estimated sales
- which are the best companies to work for in Canada
- which companies will hire people with your qualifications

Atlantic Provinces Business Directory. Annual.

The Canadian Hidden Job Market Directory. 2008.

Canada Employment Weekly. [available online at the Spring Garden Road Library]

Preparing Your Resume

15 Minute Cover Letter: Write an Effective Cover Letter Right Now, by Michael Farr. 2009.

101 Great Resumes, by Ron Fry. 2009.

30 Minute Resume Makeover: Rev Up Your Resume in Half an Hour, by Louise Kursmark. 2008.

Best Canadian Resumes, by Sharon Graham. 2006.

The Complete Idiot's Guide to the Perfect Resume, by Susan Ireland. 2010.

Cover Letter Magic: Trade Secrets of Professional Resume Writers, by Wendy S. Enelow. 2010.

The Google Resume: How to Prepare for Career and Land a Job at Apple, Microsoft, Google, or any Top Tech Company, by Gayle Laakmann McDowell. 2011.

Knock'em Dead Resumes: Standout Advice from America's Leading Job Search Authority, by Martin Yate. 2010.

The Resume and Cover Letter Phrase Book: What to Write to Get the Job That's Right: Plus 50 Phrases You Should Never Use, by Nancy Schuman. 2011.

Resume Magic: Trade Secrets of a Professional Resume Writer, by Susan Britton Whitcomb. 2010.

Resumes for Dummies, by Joyce Lain Kennedy. 2011.

Resumes for Law Careers, by McGraw Hill. 2008.

Resumes for Scientific and Technical Careers, by McGraw Hill. 2008.

So, Do You Want a Job, or What? Dirty Secrets of Resume Writing and Job Hunting, by John L. Nicodemus. 2011.

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Job Searching

101 Best Ways to Land a Job in Troubled Times, by Jay A. Block. 2010.

Advertising, Marketing, Promotions, Public Relations, and Sales Managers Job Hunting: A Practical Manual for Job-Hunters and Career Changers, by Stephen Gladwell. 2011.

Cracking the Hidden Job Market: How to Find Opportunity in Any Economy, by Donald Asher. 2011.

Directory of Canadian Recruiters. 2010.

Directory of Professional Resume Writers: How to Find and Work With a Pro To Accelerate Your Job Search, by Louise Kursmark. 2008.

Guerrilla Marketing for Job Hunters 3.0: How to Stand Out from the Crowd and Tap into the Hidden Job Market Using Social Media and 999 Other Tactics Today, by Jay Conrad Levinson. 2011.

How To Find a Job on LinkedIn, Facebook, MySpace, Twitter and Other Social Networks, by Brad Schepp. 2010.

Job Search Handbook for People with Disabilities, by Daniel J. Ryan. 2011.

LinkedIn in 10 Minutes, by Patrice-Anne Rutledge. 2011.

Mastering the Job Search Process in Recreation and Leisure Services, by Craig M. Ross. 2011.

Over 40 and You're Hired: Secrets to Landing a Great Job, by Robin Ryan. 2009.

The Quick 30/30 Job Solution: Smart Job Search Tips For Surviving Today's New Economy, by Neil P. McNulty. 2010.

Summer Jobs Worldwide. 2008.

Top 100 Computer and Technical Careers: Your Complete Guidebook to Major Jobs In Many Fields At All Training Levels, by Michael Farr. 2009.

Use Your Head to Get Your Foot in the Door: Job Search Secrets No One Else Will Tell You, by Harvey Mackay. 2011.

Your Next Career: Do What You Always Wanted To Do, by Gail Geary. 2010.

FINDING OUT MORE

In the catalogue, use the terms **Resumes** (Employment) and **Job Hunting** to find more resources.

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